




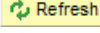








USING REQUISITIONS

Exercise 1: Create a Requisition with One Line, One Schedule, and One Distribution.


Steps	Directions	Comments
BEFORE STARTING THE EXERCISE, PLEASE MAKE SURE THAT YOU ARE IN THE TRAINING ENVIRONMENT: https://www.connectnd.us/psp/ndrt/?cmd=login . Use your regular User ID and password.		
1.	Navigation: <i>Purchasing → Requisitions → Add/Update Requisitions</i>	
2.	On the “Add a New Value” Page Verify Business Unit (BU) Keep Requisition ID as (NEXT) Click  .	Click  to search BU (if needed). The Requisition number should default in as NEXT. <u>DO NOT</u> change or overwrite this information.
3.	Maintain Requisitions Page Enter the Requester's user ID, if it did not automatically fill in. The origin code should fill in once the requester is chosen. If not, be sure to enter an origin code.	
4.	Click on Requisition Details to verify the following: <ul style="list-style-type: none"> Make sure that “Override” is selected rather than “Default.” You do not have to fill in any other field on this page; it is optional for this exercise. Click OK.	
5.	Click the Add Comments hyperlink. You may enter anything on this screen to address comments on the requisition header. You have options depending upon which box you check: <ul style="list-style-type: none"> Send to Vendor – the comments will appear on the dispatched PO. Shown at Receipt – the comments may be addressed to whoever does the receiving for your agency. Shown at Voucher – the comments here will appear in the PO voucher under the View Source PO/Receiver Information hyperlink and PO/Receipt Comments. Click ‘OK.’ 	<i>Note that the hyperlink name changed to “Edit Comments.” It will also show up this way on the PO.</i>
6.	Move to the section called Lines . <ul style="list-style-type: none"> You may ignore the field called ‘Item.’ Description - Type a description of the item you are purchasing. Fields are limited to 250 characters. Quantity – Type the quantity you wish to purchase. UOM (Unit of Measure) – This will default from the defaults page once the Refresh button is clicked. If it is different than the default value or if you didn't enter a UOM in the defaults, select a value here. Category – This will default from the defaults page once the Refresh button is clicked. If it is different than the default value or if you didn't enter a Category in the defaults, select a value here by using the magnifying 	<i>If your description is larger than 250 characters, click the Line Comments icon . This is also limited to 250 characters, but you can add as many line comments you need by clicking on the + sign by the yellow Inactivate button.</i>

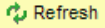

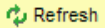
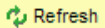



Steps	Directions	Comments
	<p>glass . Enter a short description of the item, such as "towel" and click . Select the category you need from the Search Results.</p> <ul style="list-style-type: none"> Enter the unit Price of the item. <p>Click .</p>	
7.	Click the Schedule icon  on the far right of the Line.	
8.	<p>Schedule Page</p> <p>Verify that the Ship To, Quantity, Price, and Amount fields are filled in.</p> <p>You can make any changes to these fields as necessary. Click  again if you do.</p>	
9.	Click the Distribution icon  found to the far right of the Schedule line.	
10.	<p>Distributions for Schedule 1</p> <p>Many of these fields may have filled in automatically from the Requisition Defaults link. Verify the following required fields:</p> <ul style="list-style-type: none"> GL Unit Account Oper Unit Fund Dept Class Location <p>Additional fields if your agency uses projects:</p> <ul style="list-style-type: none"> PC Bus Unit Project Activity Category Subcategory <p>SpeedCharts may also be used here.</p> <p>Click OK.</p>	<p>Important Note: If the account number 888887 appears here, it is because the category you chose on the Line is an inventory item. This account number automatically overrides any defaults you entered, even though it is an invalid number. You <u>must</u> change this field to the correct account number.</p>
11.	You are on the Schedule Page; click the Return to Main Page hyperlink to get back to the Maintain Requisition screen.	
12.	<p>Make sure that the box beside 'Hold From Further Processing' is NOT checked.</p> <p>Click .</p> <p>A Requisition number will be assigned by the system.</p>	<p>Record this Requisition number here:</p> <p>_____</p>
13.	<p>Budget Check Requisition</p> <p>Now your requisition needs to be budget checked to see if the accounting information is accurate and to encumber these funds against your agency's budget.</p> <p>Click the icon  next to Budget Status in the upper right</p>	







Steps	Directions	Comments
	<p>corner of your screen. If you see the word "Processing" in red flash at the top of the screen, that means the system is still busy budget checking. Do not do anything to the requisition while that message appears.</p> <p>When the Budget Status says "Valid", your requisition is budget checked and ready to be approved.</p>	<p><i>If you receive an error message or if the budget status remains 'Not Checked,' notify your agency's PO Administrator.</i></p>
14.	<p><u>Approve Amounts</u></p> <p>Navigation: <i>Purchasing → Requisitions → Approve Amounts</i></p> <p>You may be taken to the correct screen automatically if you go to this navigation straight from the Requisition main page. If your requisition does not show up on the Requisition Amount Approval screen, follow these steps:</p> <ul style="list-style-type: none"> • 'Find an Existing Value' – • Make sure your business unit and SetID fills in correctly. • Enter your requisition number you recorded in step 12. 	<p><i>You can only approve one requisition at a time.</i></p>
15.	<p>Verify that the word "Approve" shows up in the Approval Action box.</p> <p>Click  Save.</p> <p>The Approval Status should change from "Initial" to "Complete."</p>	<p>Note: For training purposes, your security should be set up to approve all your own purchase orders and requisitions in one step. In the live PeopleSoft system, some requesters may have to do the initial approval only and put the Requisition into workflow or a final approver. That is covered in the Approvers training exercises.</p>
16.	<p>Your requisition is now ready for further processing in a purchase order.</p>	<p><i>For a quick review on how to create a Requisition, see the checklist at http://www.nd.gov/spo/connectnd/docs/create-new-req.pdf.</i></p>

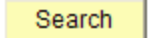


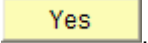
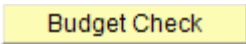
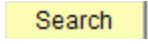



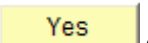
Exercise 2: Create a Requisition with Multiple Lines, Multiple Schedules, and Multiple Distributions.





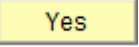
Steps	Directions	Comments
1.	Navigation: <i>Purchasing → Requisitions → Add/Update Requisitions</i>	
2.	On the “Add a New Value” Page Verify Business Unit (BU) Keep Requisition ID as (NEXT) Click Add .	Click  to search BU (if needed). The Requisition number should default in as NEXT. <u>DO NOT</u> change or overwrite this information.
3.	Maintain Requisitions Page Enter the Requester’s user ID, if it did not automatically fill in. The origin code should fill in once the requester is chosen. If not, be sure to enter an origin code.	
4.	Click on Requisition Details to verify the following: <ul style="list-style-type: none"> • Make sure that “Override” is selected rather than “Default.” • Fill in any of the fields that will apply to all lines of this requisition, such as: <ol style="list-style-type: none"> 1. Category or unit of measure 2. The Ship To location 3. A SpeedChart 4. Or any other accounting information each line has in common. Click OK .	<i>You may select a vendor under Requisition Defaults, but it is optional.</i>
5.	Click the Add Comments hyperlink. You may enter anything on this screen to address comments on the requisition header. You have options depending upon which box you check: <ul style="list-style-type: none"> • Send to Vendor – the comments will appear on the dispatched PO. • Shown at Receipt – the comments may be addressed to whoever does the receiving for your agency. • Shown at Voucher – the comments here will appear in the PO voucher under the View Source PO/Receiver Information hyperlink and PO/Receipt Comments. • Click ‘OK.’ 	<i>Note that the hyperlink name changed to “Edit Comments.” It will also show up this way on the PO.</i>
6.	Move to the section called Line . <ul style="list-style-type: none"> • Description – Enter “multi schedule.” • Enter Quantity of 4. • UOM (Unit of Measure) – This will default from the defaults page once the Refresh button is clicked. If it is different than the default value or if you didn’t enter a UOM in the defaults, enter EA for each. • Category – This will default from the defaults page once the Refresh button is clicked. If it is different than the default value or if you didn’t enter a Category in the defaults, select a value here. • Enter the unit Price of the item. 	

Steps	Directions	Comments
7.	<p>Add a second line item by clicking the + sign on the far right side of Line 1.</p> <p>A Script Prompt box will appear asking how many rows you wish to add. Enter "1" and click OK.</p> <p>Description: Enter "multi distribution."</p> <p>Enter Quantity of 6.</p> <p>Enter UOM and category of your choosing.</p> <p>Click .</p>	
8.	<p>Click the Schedule icon  on the far right of the Line 1.</p>	
9.	<p>Schedule Page</p> <p>For Line Item 1:</p> <p><u>Schedule 1:</u></p> <p>Verify Ship To, Price, and Amount.</p> <p>For this exercise, change the PO Qty from 4 to 2.</p> <p>Click .</p>	<p>You may receive a warning message that the quantities do not match between the Schedule page and the Main page. Just Click "Yes" to keep the new value.</p>
10.	<p>Add a second schedule to Line 1 by clicking the + sign on the far right side of the schedule line, next to the distribution icon.</p> <p>A Script Prompt box will appear asking how many rows you wish to add. Enter "1" and click OK.</p>	
11.	<p><u>Schedule 2:</u></p> <p>Enter a different Ship To location for your agency.</p> <p>Enter a quantity of 2</p> <p>Enter or verify that the Unit Price is the same as for Schedule 1.</p> <p>Click .</p>	
12.	<p>Click the distribution icon  on Schedule 1.</p> <p>Verify the accounting values, especially the account number to make sure it did not change. You may also use one or more SpeedCharts. Click OK.</p>	<p>Watch for account number 888887. This is an invalid account number that will have to be changed before saving.</p>
13.	<p>Click the distribution icon  on Schedule 2.</p> <p>Verify the accounting values, especially the account number to make sure it did not change. Enter any project information as needed. Click OK.</p>	
14.	<p>On the Schedules Page, click 'View All' if that choice is available.</p>	
		
15.	<p>You should see two lines on the screen, the first one with two schedules.</p> <p>For Line Item 2:</p> <p>Verify Ship To, Price, and Amount.</p>	


	Click the distribution icon  on Schedule 1 for Line 2.	
16.	<p>Add another distribution line by clicking the + sign to the far right of the screen.</p> <p>A Script Prompt box will appear asking how many rows you wish to add. Enter "1" and click OK.</p> <ul style="list-style-type: none"> Change the percent on Line 1 to 60 percent and Line 2 to 40 percent. The quantity should automatically split after you tab or click "Refresh." Change the account number on both lines, if necessary. <p>Click OK.</p>	
17.	<p>Schedule Page</p> <p>Click .</p>	Record this Requisition number here: _____
18.	<p>Click the hyperlink Add Ship To Comments just above the Save button.</p> <p>In the Ship To drop-down box, choose from one of the Ship To Locations listed.</p> <p>Type in, "Please deliver via UPS".</p> <p>Check all three boxes to send to vendor, show at receipt, and show at voucher.</p> <p>Click OK.</p>	
19.	Click Return to Main Page link. Click SAVE again.	
20.	<p>Budget Check Requisition</p> <p>Click the icon  next to Budget Status in the upper right corner of your screen. If you see the word "Processing" in red flash at the top of the screen, that means the system is still busy budget checking. Do not do anything to the requisition while that message appears.</p> <p>When the Budget Status says "Valid", your requisition is budget checked and ready to be approved.</p>	<i>If you receive an error message or if the budget status remains 'Not Checked,' notify your agency's PO Administrator.</i>
21.	<p>Approve Amounts</p> <p>Navigation: <i>Purchasing → Requisitions → Approve Amounts</i></p> <p>You may be taken to the correct screen automatically if you go to this navigation straight from the PO main page. If your PO does not show up on the Purchase Order Amount Approval screen, follow these steps:</p> <ul style="list-style-type: none"> 'Find an Existing Value' – Make sure your business unit and SetID fills in correctly. Enter your PO number you recorded in step 18. 	<i>You can only approve one requisition at a time.</i>
22.	<p>Verify that the word "Approve" shows up in the Approval Action box.</p> <p>Click .</p> <p>The Approval Status should change from "Initial" to "Complete."</p>	Note: For training purposes, your security should be set up to approve all your own purchase orders and requisitions in one step. In the live PeopleSoft system, some requesters may have to do the initial approval only, and that will put the requisition into workflow for a final approver. That is covered in the Approvers checklists.

Exercise 3: Canceling Requisitions.

Steps	Directions	Comments
1.	Navigation: <i>Purchasing → Requisitions → Add/Update Requisitions</i>	
2.	Click the “Find an Existing Value” Tab Verify Business Unit (BU) Click  . Click on the link for the requisition number saved in Exercise 1, Step 12.	
3.	<u>For Canceling an Entire Requisition</u> A large red  will appear on the upper right hand of the screen, next to the “Approved” status. Click that  .	<i>If any requisition in part or whole has been used in a PO, it cannot be canceled in this manner.</i>
4.	You will receive a warning screen that canceling a requisition will prevent further use of this requisition. Click  .	
5.	You will get a confirmation screen stating that the cancellation was successful, but that it requires a Budget Check. Click  .	
6.	You will be taken back to the Requisitions Page, ‘Find an Existing Value.’ Delete the requisition number from the field Requisition ID. Click  . Click on the link for the requisition number saved in Exercise 2, Step 17.	
7.	<u>To cancel a Schedule in a Requisition</u> Line 1 should have two schedules, if directions in Exercise 2 were followed.  Click on the schedule icon  , making sure that two schedules appear on the next page.	
8.	Click on the  on the far right of one of the schedule lines. Click  on the warning screen.	
9.	You will be taken back to the Schedule page, where you can see that the status of the line shows “Canceled.” Click SAVE.	
10.	A warning message will appear that the sum of the schedule quantities do not equal the line quantity. The system will automatically fix the quantity on the Main Page. Click OK.	

Steps	Directions	Comments
11.	You will be taken back to the Maintain Requisition page. The Line quantity should equal the one schedule left.	
12.	Budget check the requisition again to bring the status back to "Valid."	
13.	Approve the requisition to get the status of "Complete."	
14.	<u>To Cancel a Distribution Line</u> Go back to Add/Update Requisitions to the "Find an Existing Value" Tab. Pull up the same requisition worked on in this exercise.	
15.	Line 2 of this Requisition should have two distributions on the schedule. To delete one of them, click on the schedule  icon for that line.	
16.	Click the distribution icon  . You should see two distribution lines on the screen.	
17.	Click the icon  to the right of the 'Asset Information' tab to expand all columns. Move the scroll bar on the bottom of the screen to the right until you see the column with red X's for each line.	
18.	Click the  on the second distribution line. You will be asked whether or not to proceed. Click  . The Status on that line will change to "Canceled."	
19.	Scroll back to the left and change the Percent to 100 on Distribution Line 1. When you tab to the next field, the quantity should automatically go back to the original 6 . Click OK .	
20.	You will be returned to the Schedule Page . Click SAVE .	
21.	Budget check the requisition. You will not have to reapprove the requisition.	<i>For a quick review on how to cancel a requisition in whole or part, see the checklist at:</i> http://www.nd.gov/spo/connectnd/docs/cancel-reg.pdf .

Exercise 4: Review Requisitions

Steps	Directions	Comments
1.	Navigation: <i>Purchasing → Requisitions → Review Requisition Information → Requisitions</i>	
2.	On the Requisition Inquiry Page: Your business unit should default in. You can fill in other fields to narrow your search: Enter the range of requisition numbers entered in Exercises 1 – 3. Click OK .	
3.	The Requisition number from Exercise 1 should show a status of "Cancelled."	<i>The only way you will be able to view this requisition is through this navigation. Because it was completely canceled, it cannot be brought up under 'Add/Update Requisitions.'</i>
4.	The requisition number from Exercise 2 should show up as "Approved."	
5.	Click on the icon  to the right of the 'Status' tab to expand all columns. This Requisition Inquiry page provides a quick view of: <ul style="list-style-type: none"> • The status of each requisition • Whether the requisition was brought into a PO • Whether the requisition was received • Whether the requisition was paid in a voucher • Document Status (if the requisition is further processed in a PO and/or voucher) • Approval history • Any comments entered 	<i>For a quick review on reviewing requisitions, see the checklist at:</i> http://www.nd.gov/spo/connectnd/docs/requisition-inquiry.pdf .